



Utah Division of Homeland Security
Ready Your Business
Exhibitor & Sponsor
Application Terms and Conditions



Top of Utah's 4th Annual Conference
April 30, 2009

Full Day Includes Workshop and Conference: 8:00 a.m. – 4:30 p.m.
Conference Only 11:30 a.m. – 4:30 p.m.

Target Audience (150): Business Owners, Operators, Human Resource Managers, IT Professionals, Facility & Security Managers, Risk Managers, and Business Continuity Planners

Participating Chambers of Commerce and Emergency Management Offices: Ogden/Weber Chamber, Bear River Valley Chamber, Brigham Area Chamber, Cache Valley Chamber and Davis Area Chamber, Ogden City, Brigham City and Weber County

Company/Organization Name:

Point of Contact:

Email:

Complete Address/Zip:

Phone/ Fax:

Upon signature **Exhibitor or Sponsor**

- Agrees to the Application Terms and Conditions
- Return completed application with payment by :
 - **Major Sponsors - February 6, 2009**
 - **Exhibitors / Table Displays - March 6, 2009**

Authorized Signature: _____

Dated: _____

Payment Type and Amount: _____

Division of Homeland Security

Application Accepted by: _____ Dated _____

Payment by CHECK

Utah Division of Homeland Security
Attention – *Ready Your Business*
1110 State Office Building
Salt Lake City, UT 84114

Fax: 801-538-3770

Direct: 801-538-3400

Email: Jessev@utah.gov

Payment by CREDIT CARD

Ogden/Weber Chamber of Commerce
Special Events / Rachel Keoppel (801) 621-8300

<http://www.echamber.cc/conferencereg.html>

Applications may be faxed or scanned to be returned via email to "hold" display space OR Major Sponsor intent.
Space will be released if payment is not received within 5 days following the receipt of the application.

☐ **TABLE EXHIBITOR: \$50**

- 8' x 5' display space to include:
 - One skirted banquet table with 2 chairs.
 - Will you require electrical power? _____ (extension cords NOT provided)
- Distribution of brochures, printed materials, promotional items:
 - Limited to the display table area only.
- Enter to Win opportunities are permitted at the display table.

INCLUDES:

- **ONE FULL DAY** Conference Registration.
- A complete list of conference attendees.
- Display table located in the Lobby/Registration area.

☐ **DESSERT SPONSOR: \$100**

- 10' x 5' display space to include:
 - One skirted banquet table with 2 chairs.
 - Will you require electrical power? _____ (extension cords NOT provided)
- Distribution of brochures, printed materials, promotional items:
 - Sponsor to provide at each table OR
 - Included in the Registration Packet.
 - Provide material(s) by **April 24, 2009** to the Division of Homeland Security.
 - Maximum of one brochure and one promotional item per attendee.
 - Enter to Win opportunities are permitted at the display table.

INCLUDES:

- **TWO FULL DAY** Conference Registrations.
- **Logo** in the printed program and on acknowledgement displays.
 - Submit color logo to jessev@utah.gov by **February 6, 2009**
- A complete list of conference attendees.
- Display table located in the Lobby/Registration area.
- Prominent sign with logo adjacent the Dessert Table

☐ **LUNCH SPONSOR: \$200**

- 10' x 5' display space to include:
 - One skirted banquet table with 2 chairs.
 - Will you require electrical power? _____ (extension cords NOT provided)
- Distribution of brochures, printed materials, promotional items:
 - Sponsor to provide at each table OR
 - Included in the Registration Packet.
 - Provide material(s) by **April 24, 2009** to the Division of Homeland Security.
 - Maximum of one brochure and one promotional item per attendee.
 - Enter to Win opportunities are permitted at the display table.

INCLUDES:

- **TWO FULL DAY** Conference Registrations.
- **Advertisement** in the printed program.
 - Submit 2" x 4" color landscape or portrait advertisement to jessev@utah.gov by **February 6, 2009** as a .jpg or .pdf file.
- **Logo** in the printed program and on acknowledgement displays.
 - Submit color logo to jessev@utah.gov by **February 6, 2009**
- A complete list of conference attendees.
- Display table located - Your choice Lobby/Registration OR Grand Ballroom area.

☐ **MAJOR SPONSOR: \$300**

- 10' x 5' display space to include.
 - One skirted banquet table with 2 chairs.
 - Will you require electrical power? _____ (extension cords NOT provided)
- Distribution of brochures, printed materials, promotional items:
 - Sponsor to provide at each table OR
 - Included in the Registration Packet.
 - Provide material(s) by **April 24, 2009** to the Division of Homeland Security.
 - Maximum of one brochure and one promotional item per attendee.
 - Enter to Win opportunities are permitted at the display table..

INCLUDES

- **TWO FULL DAY** Conference Registrations
- **Advertisement** in the printed program.
 - Submit 2" x 4" color landscape or portrait advertisement to jessev@utah.gov
 - **February 6, 2009**
- **Logo** in the printed program and on acknowledgement displays.
 - Submit color logo to jessev@utah.gov by **February 6, 2009**
- **One (3) minute** company presentation. Sponsor may choose type of presentation: power point, video, demonstration and/or etc.
 - **Power Point presentations must be available on a flash drive or disc for download by 9:00 a.m.**
 - **Video or DVD presentations must be submitted**
 - Major Sponsor presentations will be held consecutively during Lunch.
 - **Each Major Sponsor agrees to provide a minimum of one prize item with a retail value of at least \$25** to be used as a drawing prize from the completed entry surveys. Prize drawings will be conducted immediately following each Major Sponsor's presentation.
- A complete list of conference attendees.
- A compiled copy of the drawing survey entry results
- Display table located - Your choice Lobby/Registration OR Grand Ballroom area.

Major Sponsors will be limited to (6) non competing companies

In-kind *Ready Your Business* program donations will be considered as payment towards the stated sponsor or table exhibitor fee amount. Please contact Jesse Valenzuela with questions concerning "in-kind" eligibility at (801) 538-3400 or by email to jessev@utah.gov

Display Set Up and Tear Down

Ogden Marriott

247 24th Street, Ogden, Utah

Set up: Wednesday, April 29, 2009 from 6:30 – 8:00 p.m.
Tear down: Event Day, April 30, 2009 by 6:00 p.m.